## DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING 198 COUNTY DF JUNEAU, WI 53039 August 13, 2013

## **MINUTES**

- 1. **CALL TO ORDER**: Meeting was called to order by Chairman Bischoff at 10:01 a.m. with the following members present:
- 2. ROLL CALL:

Robert Ballweg Larry Bischoff Jeff Duchac John Fabisch Tom Schaefer

ABSENT: None.

ALSO PRESENT: James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; Russell Freber, Dodge County Director of Physical Facilities; Jane E. Hooper, Clearview Administrator; Jacqueline Kuhl, Brian Injury Center Unit Coordinator; Lori Kurutz, Director of Support Services; Heather Ninmann, IID Household Specialist; and Tony Marchese, Director of Finance.

- 3. **APPROVAL OF MINUTES OF JULY 2, 2013 MEETING:** Motion made by Schaefer to approve the July 2, 2013 Minutes; seconded by Duchac. Motion carried.
- 4. **APPROVAL DEVIATING FROM THE AGENDA**: Motion made by Duchac to deviate from the Agenda if required; seconded by Schaefer. Motion carried.
- 5. **PUBLIC COMMENT**: None to report.
- 6. **COMMITTEE MEMBER REPORTS**: None.
- 7. **INVOLUNTARY DISCHARGES**: One voluntary discharge to report.
- 8. **CENSUS REPORTS**:

CBIC: 24 of 30

Clearview North: 123 of 140 by the end of the day

Clearview Behavioral Health 1/2: 19 of 20 ICF-IID (formerly FDD): 41 of 46 Trailview 3 of 4

Clearview Community Group Home: 3 of 4 with an admission this week

## 9. **ADMINISTRATOR'S REPORT:**

- Resolution to Dodge County Board of Supervisors Regarding Financial Services Positions: Motion by Duchac; seconded by Schaefer, to approve and forward to the County Board for consideration at its August 20, 2013, meeting a Resolution to abolish one filled, funded, 0.4 full-time equivalent benefited position of *Accountant* at Clearview and to create one new, benefited, full-time position of *Accountant* at Clearview, effective on or about January 1, 2014. Motion carried.
- Resolution to Dodge County Board of Supervisors Regarding Environmental Services Positions: The Health Facilities Committee discussed the proposal to combine the county maintenance departments. Russ Freber and Russ Kottke were also in attendance. After a lengthy discussion, the Health Facilities Committee recommended to the HR Committee to endorse the proposed structure of a Director of Environmental Services at Clearview reporting to Administrator Hooper, along with the new lead position. Everyone recognizes there will be opportunities to share staffing resources when it is appropriate without a combined department.

Russ Freber asked for Committee support at the County Board for his proposal for the additional maintenance mechanic and custodial position.

- Community Based Residential Facility ("CBRF") Update: The CBRF License Application was submitted; still awaiting approval. Twenty-three (23) applications were received for the Assisted Living Supervisor position, ten of which will be interviewed. We hope to fill the position by early September.
- Marsh Country Health Alliance Annual Rate: The MCHA loss calculation will include the interest payments from 2012. An adjustment of \$580,000 would lower the assessment rate in 2014 by that amount. The reason for this adjustment was because our Medicaid rate for 2012 had not been updated for the new building. The Director of Financial Services estimated that this payment would be approximately \$580,000 and would be received in 2013. In calculating the 2015 rate, this amount will be reversed out. The MCHA calculated loss for the 2014 rate will be \$3,848,559.
- **Budget Update:** The 2014 preliminary budget for Clearview was presented to the Health Facility Committee. It was explained that this budget was still a work in progress and that adjustments will continue to be made. At the time of the meeting the Committee was updated on Clearview's 2014 census budget, total revenue and expenses, the preliminary levy request, as well as rate increases, and other key points affecting the 2014 budget.
- Write-Off Update: Administrator Hooper and Anthony Marchese, Director of Financial Services, discussed and presented to the Health Facilities Committee the policy for bad debt write-offs. The Health Facilities Committee will make a recommendation to the Finance Committee to approve the write-off in the amount of \$200,000. Motion by Schaefer; seconded by Fabisch, to write off \$200,000 in bad debt.

- Approval of Friends of Clearview Expenditures: Motion by Duchac to approve the requested expenditures; seconded by Fabisch. Motion carried.
- 10. **NEXT MEETING DATE: Wednesday, September 4, 2013, at 8:00 a.m.** in the Towne Centre Conference Room on the first floor of Clearview, located at 198 County DF, Juneau, Wisconsin.
- 11. **ADJOURN**: There being no further business to come before the Committee, Motion by Duchac to adjourn; seconded by Fabisch. Meeting adjourned at 12:18 p.m.

Dated this 4<sup>th</sup> day of September, 2013.

Respectfully submitted,

Thomas Schaefer
Thomas Schaefer, Secretary

HF Minutes 8-13-13